

TOPIC 2: ADDING AN EMPLOYEE

The objectives of this topic are to learn how to add an employee into the SAM II HR/Payroll System, familiarize users with the role of the Employment Status Maintenance (ESMT) window, explain the distinctions between appointments and assignments, and provide a basic understanding of effective dating.

At the end of this topic, you will be able to:

- Describe the role of the ESMT in the employee maintenance process
- Complete and approve an ESMT entry
- Differentiate between appointments and assignments
- Understand what effective dating means



EMPLOYEE MAINTENANCE PROCESS CHART

Step 1: ESTABLISHING AN EMPLOYEE

Employment Status
Maintenance (ESMT)

Step 2: ESTABLISHING & MAINTAINING EMPLOYEE ATTRIBUTES

Employee Address
Maintenance (ADDR)

Licenses and
Certifications (LCNS)

Employee Attributes
Maintenance (ATTR)

Employee Contact
Information (EMER)

Agency Specific &
Accounting Data (AGYS,
AGYA, AGYD)

Pass Information
(PASS)

Employee ID Change
(EIDC)

Employee Name
Change (ENCH)

Step 3: PERFORMING PERSONNEL ACTIONS

Employment Status
Maintenance (ESMT)

Step 4: EMPLOYEE MAINTENANCE INQUIRIES

- ☐ Employee Roster by Name (QXRF)
- ☐ Employee Roster by Employee ID (QXR2)
- ☐ Employee Roster by Social Security Number (QXR4)
- ☐ Employee Roster by Pay Location (QXR5)
- ☐ Employee Roster by Agency and Organization (QXR6)
- ☐ Employee Folder (QXRSF)
- ☐ Employee Pay Rate History (QRTE)
- ☐ Employee Pay Summary Inquiry (QPSM)
- ☐ Employment Verification (QVER)
- ☐ Employee Education Summary (QEDS)
- ☐ Historical Name Change Cross Reference (QNCX)
- ☐ Employment Status Maintenance Log Detail (QESD)
- ☐ County by Name (QCTY)



ADDING AN EMPLOYEE

To add an employee in the SAM II HR/Payroll System, the Employment Status Maintenance (ESMT) window must be completed and approved. The ESMT establishes an employee in the SAM II HR/Payroll System. It also sets up basic information and pay parameters for an employee. There are numerous transactions that record comprehensive employee attributes such as address, attributes, emergency contact, etc. The ESMT must be completed, approved, and accepted by the system before any other transactions related to a new employee may be processed.

Any new employee entered into the employee database must be tied to a position. To tie an employee with a position, the “Position Number” field must be populated.

The ESMT window is comprised of a header and five separate panels: Job Assignment, Dates, Assignment Attributes, Pay Parameters and Certificate/Remark. Some of the fields on each panel require completion in order to process the transaction. Other fields are optional for processing, but may be completed in order to track certain information. All fields will be discussed in this course.

The Header fields are always present no matter which panel is selected. It consists of basic information regarding the employee: Employee ID, Appointment ID, Alternate ID, Name, Effective Date, Expiration Date and Original Appointment Date.

The Job Assignment panel is made up of three parts. The first part captures information on the type of personnel action being performed (i.e., New Hire). The second part is Assignment Information, which associates the employee with the appropriate agency, organization and specifies assignment attributes. This is accomplished through populating the “Position Number” field on the ESMT. The third part deals with Applicant Information. If an agency utilizes the Applicant Tracking Subsystem and wishes to use job notice data, the user can enter application information such as applicant ID and job notice ID.

The Dates panel allows the user to enter probation start and end dates. In addition, pay, benefits and leave progression dates can be specified if applicable.

The Assignment Attributes panel consists of the Position Attributes and Overrides. The Position Attributes specify various traits associated with a position such as Payroll Number, Title, Subtitle and Pay Class. When data inferred from the position information is used, most of these fields will be filled in with data from the Position Status Maintenance (PSMT) window. Depending on the policies of individual agencies, the user may be allowed to enter grade, pay policy, leave policy, benefits policy and FLSA status. Populating these fields will override employee specific data on the Title (TITL) and Subtitle (STTL) window.



EMPLOYEE MAINTENANCE PROCESS CHART

Step 1: ESTABLISHING AN EMPLOYEE

Employment Status
Maintenance (ESMT)

Step 3: PERFORMING PERSONNEL ACTIONS

Employment Status
Maintenance (ESMT)

Step 2: ESTABLISHING & MAINTAINING EMPLOYEE ATTRIBUTES

Employee Address
Maintenance (ADDR)

Licenses and
Certifications (LCNS)

Employee Attributes
Maintenance (ATTR)

Employee Contact
Information (EMER)

Agency Specific &
Accounting Data (AGYS,
AGYA, AGYD)

Pass Information
(PASS)

Employee ID Change
(EIDC)

Employee Name
Change (ENCH)

Step 4: EMPLOYEE MAINTENANCE INQUIRIES

- ❑ Employee Roster by Name (QXRF)
- ❑ Employee Roster by Employee ID (QXR2)
- ❑ Employee Roster by Social Security Number (QXR4)
- ❑ Employee Roster by Pay Location (QXR5)
- ❑ Employee Roster by Agency and Organization (QXR6)
- ❑ Employee Folder (QXRSF)
- ❑ Employee Pay Rate History (QRTE)
- ❑ Employee Pay Summary Inquiry (QPSM)
- ❑ Employment Verification (QVER)
- ❑ Employee Education Summary (QEDS)
- ❑ Historical Name Change Cross Reference (QNCX)
- ❑ Employment Status Maintenance Log Detail (QESD)
- ❑ County by Name (QCTY)



ADDING AN EMPLOYEE

The Pay Parameters panel allows the user to establish pay information that is specific to the employee. Population of fields in this panel is required depending upon the value entered for table-driven pay on the PSMT. If base pay is employee-specific, the pay parameters must be entered. When an employee is table-driven, base pay will not be used in this parameter. This panel includes pay type, amount percent indicator, effective date and expiration date.

Merit system agencies will use the Certificate/Remark panel which captures certification information and additional comments. This panel includes certificate number, certificate date and remarks. The Remarks section can be used by all agencies.

When the user enters the position number and updates the ESMT, position-related data will be brought forward from the PSMT to the ESMT. Understanding how overriding position-related information work on the ESMT plays an important role in completing the ESMT transaction. The position attributes inferred from the PSMT include Payroll Number, Title/Subtitle, Pay Class and Civil Service Status. In addition, if fields for Override Profile and Pay were populated on the PSMT, they will be brought into fields in the ESMT Overrides. These override fields consist of Grade, Pay Policy, Leave Policy, Benefits Policy, FLSA Exempt classification and FLSA Profile. All overrides for UCP agencies must be done at the position level on the PSMT. Likewise, the Table Drive Pay flag on the PSMT is referenced to verify if an employee's pay rate is established on a table or at the employee level. These inferences take place when the user updates the ESMT entry by selecting Process: Update.

The position attributes fields (Payroll Number, Title/Subtitle, and Pay Class) can be overridden on the ESMT. The only exception is that overriding "Title" must be in the same "Title Category" in which the position "Title" resides.



EMPLOYEE MAINTENANCE PROCESS CHART

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Maintenance (ESMT)

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ADDING AN EMPLOYEE

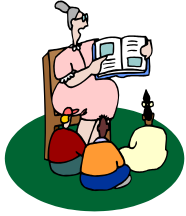
When the user attempts to change the override fields (Grade, Pay Policy, Leave Policy, Benefits Policy, FLSA Exempt classification and FLSA Profile) inferred from the employee's position, the system will check the "Overrides Edits" field on the CIVS table. If the value for the Overrides Edits is "Y," changing the override fields will produce errors once the user updates the ESMT. Values for these fields must remain identical to those on PSMT. If the "Overrides Edits" is "N," the user may be allowed to change the override fields depending upon the personnel action entered.

Furthermore, if the Table Driven Pay flag on the PSMT has a value of either "Use Table" or "Do Not Use Table," the same values must be consistently selected on the ESMT. Otherwise, an error will be issued. If the PSMT option is "Determined by Employee," then either a value of "Use Table" or "Do Not Use Table" can be selected. Rates for table-driven paid employees are set up on tables that are accessed using attributes such as grade and step. These tables are established for groups of employees who share the same pay rate structures. Choosing the option "Do Not Use Table" will require you to assign specific pay parameters to the employee.

The ESMT requires agency and/or Office of Administration, Division of Personnel approval before it is finally accepted by the system and updates the database. For the ESMT transaction, there are three levels of approval available to Uniform Classification and Pay agencies, with the OA/Division of Personnel being responsible for the fourth and fifth levels of approval. Five levels of approval are available to non-UCP agencies.



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SCENARIO

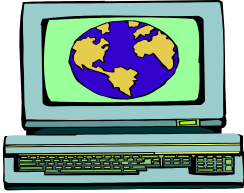
A decision has been made by the Office of Administration, Division of Personnel, to hire Jenny Sue Grant to fill the position of Personnel Analyst I effective today. This is Jenny's first job with the State of Missouri. The first thing that needs to be done is to establish Jenny as an employee in the SAM II HR/Payroll System using the Employment Status Maintenance (ESMT) transaction, followed by completing other transactions. The information below, which has been derived from Jenny's application and resume, will be used.

SSN	(to be provided in your training class on a student card)
Birthdate	October 23, 1970
Address	2401 East McCarty Jefferson City, MO 65101
Place of birth	Jefferson City, MO
Ethnicity	White
Disability	None
Citizenship Status	Natural Citizen
Conviction	None
Marital Status	Single
Country of Residence	USA
Education at Appointment	Bachelor's degree in Business Administration; minor in Counseling
Veteran Information	Not a veteran
License/Certification Type	CPR and First Responder
Issue Country	USA
Issue State	MO
License/Certificate Number	99-01
Effective Date	February 1, 2000
Expiration Date	February 1, 2001

Jenny resides with her sister, Jody, who is designated as her contact in case of emergency. Jody's office phone number is 659-1003; their home number is 893-9891. Jenny will receive an employee ID badge and an office key.

It is necessary that additional information be acquired to establish Jenny as an employee in the system – that is, agency information such as Position Number, Agency and Organization Codes, Personnel Action, Job/Employment Status information, salary information, and certificate information. The means of communicating this information to you may vary from one agency to another (standard written form, verbal communication from the hiring supervisor, etc.).

Next, we will walk you through the necessary steps to complete the ESMT on Jenny by providing the definition of each field on the transaction and the specific information to be entered.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: / /

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: / Job Status: Employment Status:

[Assignment Information](#)

Agency: Organization: EEO Full-time: Union Member:

Position Number: % Full-time: ☐ Yes ☐ Yes

Table Driven Pay: Step: ☐ No ☐ No

☐ Use Table ☒ N/A ☒ N/A

☐ Do Not Use Table Union Affiliation:

☒ Selection Required

[Application Information](#)

Applicant ID: Job Notice ID:

Messages Tran ID: 2:43 PM 04/25/00



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EMPLOYMENT STATUS MAINTENANCE (ESMT)

Following are instructions for completing the fields located on the ESMT. Each field will be noted as Required (completion is necessary for processing), Optional (optional for processing but may, at agency discretion, be completed in order to track certain information), Conditional (may or may not be completed based on other related factors), or Display Only (data in this field is inferred and for display only).

Step 1 To open ESMT from the SAM II HR/Payroll System Desktop Navigator window, click on the Go To icon. Type ESMT in the "CODE". Click on the Open button.

Step 2 Populate the following fields on the header section of the ESMT.

EMPLOYEE ID – Required. Enter the employee's social security number. **SEE STUDENT CARD.**

APPOINTMENT ID – Conditional. This field requires input only if the employee is working in multiple positions concurrently. If processing a primary appointment, leave this field blank. If processing a secondary appointment, a character must be entered.

ALTERNATE ID – Not used by the State of Missouri.

PREFIX – Optional. Leave blank, or enter the employee's name prefix (valid values: DR, MR, MRS, MS). Valid values are located on the Name Prefix (PREX) window. Type **MS.**

FIRST – Required. Enter the employee's first name. Type **JENNY.**

MIDDLE – Optional. Leave blank, or enter the employee's middle name or initial. Type **SUE.**

LAST – Required. Enter the employee's last name. Type **GRANT.**

SUFFIX – Optional. Leave blank, or enter the employee's name suffix (valid values: II, III, IV, JD, JR, MD, PHD, SR). Valid values are located on the Name Suffix (SUFY) window.

EFFECTIVE DATE – Required. Enter the date (mm/dd/yy) the employee information is effective. Type **TODAY'S DATE.**

EXPIRATION DATE – Inferred. Displays the last date (mm/dd/yy) the employee information is in effect.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: NHIRE / A05 Job Status: P Employment Status: 1

Assignment Information

Agency: 300 Organization: EEO Full-time: Union Member:

Position Number: % Full-time: ☐ Yes ☐ Yes

Table Driven Pay: Step: ☐ No ☐ No

☐ Use Table ☒ N/A ☒ N/A

☐ Do Not Use Table Union Affiliation:

☒ Selection Required

Application Information

Applicant ID: - - Job Notice ID:

Messages Tran ID: 2:44 PM 04/25/00



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EMPLOYMENT STATUS MAINTENANCE (ESMT)

Step 2 Continue to populate the fields on the header of the ESMT.

ORIGINAL APPT DATE – Required. Enter the date (mm/dd/yy) of the employee’s initial employment with the state for this appointment. This is not a calculated date, as breaks in service are not considered. Type **TODAY’S DATE**.

JOB ASSIGNMENT

The Job Assignment panel captures information on the type of personnel action being performed (i.e., New Hire) and associates the employee with the appropriate agency, organization and position.

Step 3 Populate the fields on the Job Assignment panel of the ESMT.

PERSONNEL ACTION – Required. Enter the appropriate personnel action code. Personnel action values for entering an employee include “NHIRE” (new hire), “RHIRE” (rehire), and “HRAPL” (hired applicant). All valid values are located on the Personnel Action Code (PACT) window. Enter “NHIRE” if the employee’s information does not exist on the database. Enter “RHIRE” if the employee’s information already exists on the database (i.e., the employee held an appointment in the past). Enter “HRAPL” if the new hire was appointed through the Applicant Tracking subsystem of the SAM II HR/Payroll System. Type **NHIRE**.

REASON – Required. Enter the reason code for the personnel action. Valid values are located on the Personnel Action Reason (PART) window. The valid values associated with entering an employee in the system begin with the letter “A”. Type **A05**.

JOB STATUS – Required. Enter the job status code to indicate the status of the employee’s appointment (i.e., temporary, probationary, etc.). Valid values are located on the Job Status (JOBS) window. Type **P**.

EMPLOYMENT STATUS – Required. Enter the employee’s employment status code. A code of “1” indicates an Active Employee. All valid values are located on the Employment Status (EMPS) window. Type **1**.

Assignment Information

AGENCY – Required. Enter the code for the agency to which the employee reports. Valid values are located on the Agency Index (AGCY) window. Type **300**.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: NHIRE / A05 Job Status: P Employment Status: 1

Assignment Information

Agency: 300 Organization: 2350 EEO Full-time: ☒ Yes Union Member: ☐ Yes

Position Number: EM21001 % Full-time: 1.0 ☐ No ☐ No

Table Driven Pay: ☒ Use Table Step: D ☐ N/A ☒ N/A

☐ Do Not Use Table Union Affiliation:

☐ Selection Required

Application Information

Applicant ID: - - Job Notice ID:

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EMPLOYMENT STATUS MAINTENANCE (ESMT)

Step 3 Continue to populate the fields on the Job Assignment panel of the ESMT.

ORGANIZATION – Required. Enter the code for the organization to which the employee reports. Valid values are located on the Organization Index (ORGN) window. Type **2350**.

POSITION NUMBER – Required. Enter the appropriate position number. The Position by Title Inquiry (QPTL) and the Position Status Inquiry (QPST) windows are available for reference. **SEE STUDENT CARD.**

% FULL-TIME – Required. Enter the percent of full-time the employee works in this position. For example, enter 1.0 if the employee works full-time or 0.5 if the employee works 50% time. Default is 1.0. Type **1.0**.

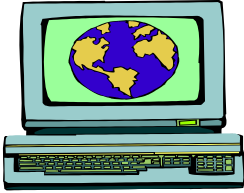
TABLE DRIVEN PAY – Required. If “Use Table” or “Do Not Use Table” was selected on the Position Status Maintenance (PSMT) window, the information will infer from the PSMT. The “Use Table” option indicates that the employee’s base pay is table-driven (tied to a pay grid), such as UCP grid A, Highway Patrol grid D, Conservation grid, etc. If “Determine by Employee” was selected on the PSMT, the “Selection Required” field will infer on the ESMT, prompting the user to choose either “Use Table” or “Do Not Use Table,” whichever is applicable. Select **USE TABLE**.

STEP – Conditional. Enter the employee’s pay step code if “Use Table” is selected under “Table Driven Pay”; otherwise this field is optional. Valid values are located on the Step (STEP) window. Type **D**.

EEO FULL-TIME – Required. For primary appointments, select **Yes** if the employee is considered full-time for EEO classification purposes. Select **No** if the employee is not considered full-time for EEO classification purposes. Select **N/A** if there is a secondary appointment ID in the “Appointment ID” field, as EEO information is reported only on the primary appointment. Default is N/A. Select **YES**.

UNION MEMBER – Required. Select **Yes** if the employee is an active union member. Select **No** if the employee is not an active union member. Select **N/A** if union information is not needed. Default is N/A.

UNION AFFILIATION – Optional. Leave blank, or enter the union local with which the employee is associated. Valid values are located on the Union Local (ULOC) window.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: ☐ Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Dates

Probation Start	04 / 25 / 00	Probation End	10 / 01 / 00
Pay Progression Start	/ /	Time Limit Control	/ /
Benefits Progression Start	04 / 25 / 00	Leave Progression Start	04 / 25 / 00

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EMPLOYMENT STATUS MAINTENANCE (ESMT)

Step 3 Continue to populate the fields on the Job Assignment panel of the ESMT

Application Information

APPLICANT ID – Optional. Leave blank, or enter the applicant identification number. Valid values are located on the Applicants by Name Inquiry (QANM) window.

JOB NOTICE ID – Optional. Leave blank, or enter the job notice identification code. Valid values are located on the Job Notice Roster (QJNT) window.

DATES

The Dates panel allows the user to enter probation start and end dates. Also, pay, benefits, and leave progression dates can be specified if applicable.

Step 4 Populate the fields on the Dates panel of the ESMT.

PROBATION START – Conditional. Required if Probation Required Flag on the Personnel Action (PACT) window for the specified Personnel Action is Yes; otherwise, this field is optional. Enter the start date of the employee's probation period, if applicable. Type **TODAY'S DATE**.

PROBATION END – Conditional. Required if Probation Start Date is entered; otherwise, leave blank. Enter the end date of the employee's probation period, if applicable. Type the date that is **6 MONTHS FROM TODAY**.

Note: Completion of the Probation Start and Probation End date fields is required when processing personnel actions/reasons that have probationary periods associated with them, such as new hires in classified positions in merit UCP agencies. Some actions will not require completion of these two fields.

PAY PROGRESSION START - This field is not used by the State of Missouri.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Position Attributes

Payroll Number: Title: 000411 Sub-title: Assignment Type:
☐ Permanent
☐ Temporary
☒ None

Pay Class: Time Class:

Civil Service Status:

Overrides

Grade:

Pay Policy: Leave Policy: Benefits Policy:

FLSA: ☐ Exempt ☐ Non-exempt ☒ No Override FLSA Profile:

Messages Tran ID: 2:55 PM 04/25/00



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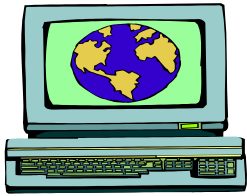
EMPLOYMENT STATUS MAINTENANCE (ESMT)

Step 4 Continue to populate the fields on the Dates panel of the ESMT.

TIME LIMIT CONTROL – Optional. To track employees with limited assignment (i.e. probationary, temporary) enter the date the employee should no longer be paid for this assignment. This date could be the day the probationary period ends or the last day of a temporary assignment.

BENEFITS PROGRESSION START – Required. This field will be used to determine employee eligibility for the MO State Employee Deferred Compensation (with match). SAM II will subtract the Benefits Progression Start date from the Benefits Progression date to determine if an employee qualifies for a match. (Pending 1 year of continuous state service). This process will enroll the employee into this benefit match program. For employees with a break in service, agencies will need to calculate and enter the appropriate benefit progression start date. Type **TODAY'S DATE**.

LEAVE PROGRESSION START – Required. Enter the date (mm/dd/yy) that begins the counting period for an employee's leave tenure. If an employee has never worked for a state agency, this would be their initial start date. If an employee has previously worked for the state, this date must be a calculated date that includes prior state tenure. For prior continuous service, enter the initial employment start date; for prior service, which included break(s), this date is calculated by subtracting the break period(s) from the total service. Type **TODAY'S DATE**.



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Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Position Attributes

Payroll Number: Title: 000411 Sub-title: Assignment Type:
☐ Permanent
☐ Temporary
☒ None

Pay Class: Time Class:

Civil Service Status:

Overrides

Grade: Pay Policy: Leave Policy: Benefits Policy:

FLSA: ☐ Exempt ☐ Non-exempt ☒ No Override FLSA Profile:

Messages Tran ID: 2:55 PM 04/25/00



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EMPLOYMENT STATUS MAINTENANCE (ESMT)

ASSIGNMENT ATTRIBUTES

The Assignment Attributes panel consists of the Position Attributes and Overrides. The Position Attributes specify various traits associated with a position such as Payroll Number, Title, Subtitle, and Pay Class. Depending upon the agency's policies, the user may be allowed to enter grade, pay policy, leave policy, benefits policy, and FLSA status to override employee specific data on the Title (TITL) and Subtitle (STTL) window.

In this scenario, information in the Position Attributes fields will be inferred from the Position Status Maintenance (PSMT) transaction that has already been established. When you select Process: Update, information already established on the SAM II HR/Payroll System database will automatically populate the appropriate fields.

Step 5 Populate the fields on the Assignment Attributes panel of the ESMT.

Position Attributes

PAYROLL NUMBER – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's payroll number code to override the Payroll Number inferred from the PSMT. Valid values are located on the Payroll Number (PYNO) window.

TITLE – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's title code (i.e., class code/index number) to override the title inferred from the Position Status Maintenance (PSMT). The title input must be either identical to the title on the PSMT or in the same "Title Category" in which the title from the PSMT resides. Valid values are located on the Title (TITL) window. Note that all UCP title valid values begin with the number "0". Title valid values for non-UCP agencies begin with a character that corresponds with the agency's name. Type **000411**.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: ☐ Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Position Attributes

Payroll Number: Title: 000411 Sub-title: Assignment Type:
☐ Permanent
☐ Temporary
☒ None

Pay Class: Time Class:

Civil Service Status:

Overrides

Grade: Pay Policy: Leave Policy: Benefits Policy:

FLSA: ☐ Exempt ☐ Non-exempt ☒ No Override FLSA Profile:

Messages Tran ID: 2:55 PM 04/25/00



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EMPLOYMENT STATUS MAINTENANCE (ESMT)

Step 5 Continue to populate the fields on the Assignment Attributes panel of the ESMT.

SUB-TITLE – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's sub-title code to override the sub-title inferred from the PSMT. The sub-title establishes different pay, leave and deduction policies associated with a particular title. Valid values are located on the Sub-Title (STTL) window.

PAY CLASS – Required. If left blank, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Enter the employee's pay class code (i.e., hourly/positive pay, salaried/exception pay, etc.) to override the pay class inferred from the PSMT. Valid values are located on the Pay Class (PYCL) window. **Note:** The **PAY CLASS** field should *not* be used to change an employee's work schedule unless changing the number of off days in the work schedule. Changing an employee's pay class on an ESMT impacts the employee's pay, not just the work schedule. Work schedule changes that include the same number of off days should be done using the **WORK CYCLE** field on the AGYS transaction.

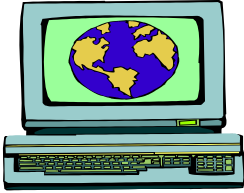
TIME CLASS – Not used by the State of Missouri.

CIVIL SERVICE STATUS – Inferred. This field is inferred from the Position Status Maintenance (PSMT) window when the transaction is processed.

ASSIGNMENT TYPE – Optional. If a value is not selected, this field will be inferred from the Position Status Maintenance (PSMT) window when the transaction is processed. Defaults to **None**. Select a value to indicate the employee's assignment type. Valid values are Permanent, Temporary and None.

Overrides

If an override for Grade, Pay Policy, Leave Policy, Benefits Policy, and FLSA Profile exists on the Position Status Maintenance (PSMT) window for the position, it will be inferred when the transaction is processed. If no overrides exist, the following fields in the Overrides portion of the ESMT will remain blank



EMPLOYMENT MAINTENANCE (ESMT)

STATUS

Employee Status Management						
Employee ID	040 - 21 - 0001		Appointment ID		Alternate ID	
Prefix	First	Middle	Last	Suffix		
MS	JENNY	SUE	GRANT			
Effective Date	04 / 25 / 00		Expiration Date	/ /	Original Appt Date	04 / 25 / 00
Job Assignment		Dates	Assignment Attributes	Pay Parameters	Certificate/Remark	
Position Attributes						
Payroll Number		Title	000411	Sub-title		
Pay Class		Time Class		Assignment Type <input type="radio"/> Permanent <input type="radio"/> Temporary <input checked="" type="radio"/> None		
Civil Service Status						
Overrides						
Grade						
Pay Policy		Leave Policy		Benefits Policy		
FLSA	<input type="radio"/> Exempt <input type="radio"/> Non-exempt <input checked="" type="radio"/> No Override	FLSA Profile				



NOTES



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Step 5 Continue to populate the fields on the Assignment Attributes panel of the ESMT.

GRADE – Optional. Override capability is determined by Civil Service Status. To override the grade, enter the grade that is appropriate for the employee. Valid values are located on the Grade (GRDE) window.

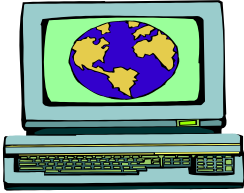
PAY POLICY – Optional. Override capability is determined by Civil Service Status. To override the pay policy associated with employee's title/sub-title, enter the pay policy which should govern the employee's pay. Valid values are located on the Pay Policy (PPOL) window.

LEAVE POLICY – Optional. Override capability is determined by Civil Service Status. To override the leave policy associated with the employee's title/sub-title, enter the leave policy which should govern the employee's leave accrual and usage. Valid values are located on the Leave Policy (LPOL) window.

BENEFITS POLICY – Optional. Override capability is determined by Civil Service Status. To override the benefits policy associated with the employee's title/sub-title, enter the benefits policy which should govern the employee's deductions. Valid values are located on the Deduction Policy (DPOL) window.

FLSA – Conditional. Override capability is determined by Civil Service Status. This field must be left blank for secondary appointment. Otherwise, this field is optional. Select a value to override the FLSA status associated with the employee's title. Valid values are Exempt, Non-exempt and No Override.

FLSA PROFILE – Conditional. Override capability is determined by Civil Service Status. Must be left blank for secondary appointments. Otherwise, this field is optional. To override the FLSA profile associated with the employee's sub-title, enter the FLSA profile code which should govern the way FLSA is calculated for the employee. Valid values are located on the FLSA profile (FLPR) window.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

	Pay Type	A / P Ind	Amount / Percent	Effective Date	Expiration Date
1					
2					
3					
4					

Message3 Tran ID: 3:01 PM 04/25/00



NOTES



EMPLOYMENT STATUS MAINTENANCE (ESMT)

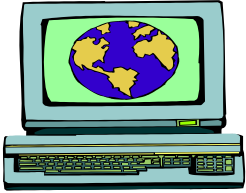
PAY PARAMETERS

The Pay Parameters panel is used to enter regular pay for employees whose pay is not table-driven.

Step 5 If applicable, populate the fields on the Pay Parameters panel of the ESMT.

PAY TYPE – Conditional. Enter the type of pay (i.e., emergency squad, shift differential, etc.). Valid values are located on the Event (EVNT) window. If “Use Table” was not selected on the Job Assignment panel of the ESMT, at least one pay type must be entered to represent the employee’s base pay. If “Use Table” was selected, pay type represents additional types of pay above base pay.

A/P IND – Conditional. Specify whether the rate of pay is expressed as an amount or percent. Valid values are “A” for amount and “P” for percent. An entry is required if the “Use Table” was not selected on the Job Assignment panel of the ESMT and “Pay Type” represents base pay.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

	Pay Type	A / P Ind	Amount / Percent	Effective Date	Expiration Date
1					
2					
3					
4					

Message3 Tran ID: 3:01 PM 04/25/00



NOTES



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Step 6 Continue to populate the fields on the Pay Parameters panel of the ESMT.

AMOUNT/PERCENT – Conditional. An entry in this field is required if “A/P Ind” is specified; otherwise, leave blank.

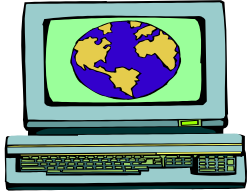
Enter a dollar amount only if the “A/P Ind” is “A” and the pay type amount does not appear on the Pay Event Type (PPET) window (i.e., the amount represents base pay for an unclassified employee).

Note: The amount that is entered is the amount that will be paid. For example, an employee with a monthly base pay rate of \$2,000 (semi-monthly, \$1,000) works 50% time. The amount entered is \$500 (50% of the semi-monthly \$1,000 rate).

Enter a percentage if the “A/P Ind” is “P”, whether or not the percentage appears on the Pay Event Type (PPET) window. The percentage must be entered using a decimal point (i.e., 9% would be entered .09).

EFFECTIVE DATE – Conditional. Enter the date (mm/dd/yy) that pay type information is effective. Entry is required if “Pay Type” is entered; otherwise, leave blank.

EXPIRATION DATE – Optional. This field defaults to “99/99/99”; however, an entry can be made if an expiration date is relevant.



EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: ☐ Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: / / Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Certificate Number: 00500 Certificate Date: 02 / 01 / 00

Remarks:

Message Tran ID: 3:03 PM 04/25/00



NOTES



EMPLOYMENT STATUS MAINTENANCE (ESMT)

CERTIFICATE/REMARK

Certificate information is available to merit Uniform Classification and Pay (UCP) agencies through the Management and Applicant Information Resource System (MAIRS).

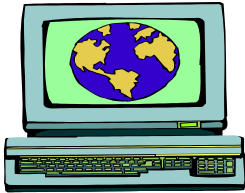
The Certificate portion of the Certificate/Remarks panel provides merit UCP agencies the ability to associate a certificate number and certificate date with an appointment. The Remarks portion provides space for remarks/comments regarding the action taken.

Step 7 If applicable, populate the fields on the Certificate/Remark Panel of the ESMT.

CERTIFICATE NUMBER – Conditional. For Merit Agencies, enter the Certificate Number from which the employee was selected. For non-merit agencies, leave blank. Type 00500.

CERTIFICATE DATE – Conditional. For Merit Agencies, enter the Effective Date of the Certificate. For non-merit agencies, leave blank. Type 02/01/00.

REMARKS - Optional. Enter remarks to record additional information pertaining to a personnel action.



PROCESS AND UPDATE EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: NHIRE / A05 Job Status: P Employment Status: 1

Assignment Information

Agency: 300 Organization: 2350 EEO Full-time: ☒ Yes Union Member: ☐ Yes

Position Number: EM21001 % Full-time: 1.0000 ☐ No ☐ No

Table Driven Pay: ☒ Use Table Step: D ☐ N/A Union Affiliation:

☐ Do Not Use Table ☒ Selection Required

Application Information

Applicant ID: Job Notice ID:

1 of 6: APPROVAL 1 APPLIED Message? Tran ID: 000425002780 3:08 PM 04/25/00



NOTES



PROCESS AND UPDATE EMPLOYMENT STATUS MAINTENANCE (ESMT)

You have completed entering the field information for the ESMT. Remember that the Process: Update step checks the transaction for errors. After a transaction is free of errors, the necessary levels of approvals must be applied. Remember that the type of transaction and, in some cases, whether or not you are a UCP or Non-UCP agency, determine levels of approval needed for a transaction. Your ability to apply approvals is determined by the security profile that you have been assigned.

Workflow also plays a role in the approval process. Items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Remember, in training you have an Approval Level 2 security profile and the instructor has an Approval Level 5 security profile. When you get back to your offices, how many approvals you are able to apply and how things move within your worklists will be determined by your security profile and your agency's workflow rules.

Now, let's complete the approval processing of the ESMT:

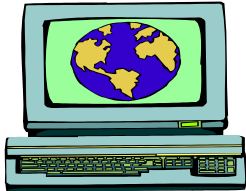
Step 1 **Select Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

In some instances, error messages pertaining to appointments will appear. These errors must be resolved by individuals having the appropriate security/ approval authority.

An employee can hold more than one appointment in the system. Examples might include an employee transferring from one agency to another without a break in service and an employee actually occupying two appointments in the same or different agencies.

If the message "DUPS Existing Appointment" appears, information on that particular employee already exists on the database. This problem will be resolved in a later topic.



PROCESS AND UPDATE EMPLOYMENT STATUS MAINTENANCE (ESMT)

Employment Status Maintenance

Employee ID: 040 - 21 - 0001 Appointment ID: Alternate ID:

Prefix: MS First: JENNY Middle: SUE Last: GRANT Suffix:

Effective Date: 04 / 25 / 00 Expiration Date: 99 / 99 / 99 Original Appt Date: 04 / 25 / 00

Job Assignment Dates Assignment Attributes Pay Parameters Certificate/Remark

Personnel Action / Reason: NHIRE / A05 Job Status: P Employment Status: 1

Assignment Information

Agency: 300 Organization: 2350 EEO Full-time: ☒ Yes Union Member: ☐ Yes

Position Number: EM21001 % Full-time: 1.0000 ☐ No ☐ No

Table Driven Pay: ☒ Use Table Step: D ☐ N/A ☒ N/A

☐ Do Not Use Table Union Affiliation:

☐ Selection Required

Application Information

Applicant ID: Job Notice ID:

1 of 6: APPROVAL 1 APPLIED Message? Tran ID: 000425002780 3:08 PM 04/25/00



NOTES



PROCESS AND UPDATE EMPLOYMENT STATUS MAINTENANCE (ESMT)

You have completed entering the field information for the ESMT and it is time to update and approve the transaction. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The type of transaction and, in some cases, whether or not you are a UCP or Non-UCP agency, determine Approval levels for each transactions. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agencies workflow rules.

Now, let's complete the approval processing of the ESMT:

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the “real world”, you would perform one of the following step to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

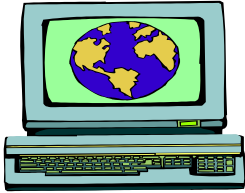
Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.



APPOINTMENTS AND ASSIGNMENTS

Employee/Appointment/Assignment



Employee/Appointment/Assignment





APPOINTMENTS AND ASSIGNMENTS

You have been introduced to the primary transaction used to initially enter an employee into the system, the ESMT. Now, let's discuss "appointments" and "assignments."

Appointment – The particular job (or jobs) that an employee holds.

Appointment Record – If an employee holds more than one job with the State of Missouri, that employee may have an Appointment Record for each job for the discrete period of time the job is held.

Primary Appointment - If an employee holds only one job with the State of Missouri, that is their primary appointment. If an employee holds more than one job, the job representing the largest FTE will be their primary appointment. This will impact EEO and FLSA processing and reporting.

Secondary Appointment – Represents additional job(s) an employee may hold.

Assignment – Provides activity information about the job an employee holds for a specific period of time. For example, a new hire is an assignment; a promotion is a different assignment with the same "job". Any personnel action on an ESMT or AGYS is an "assignment".

Assignment Record - An Assignment record is created every time something unique about an employee's appointment changes. For example, if an employee gets a new position or title, or is promoted or demoted, a new Assignment Record is created by the system. This provides a complete electronic personnel file about each discrete appointment or condition under which the employee works. One assignment record must be effective at all times, and there cannot be any gaps between Assignment Records.



APPOINTMENTS AND ASSIGNMENTS

Employee/Appointment/Assignment



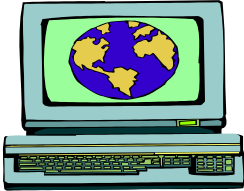
Employee/Appointment/Assignment





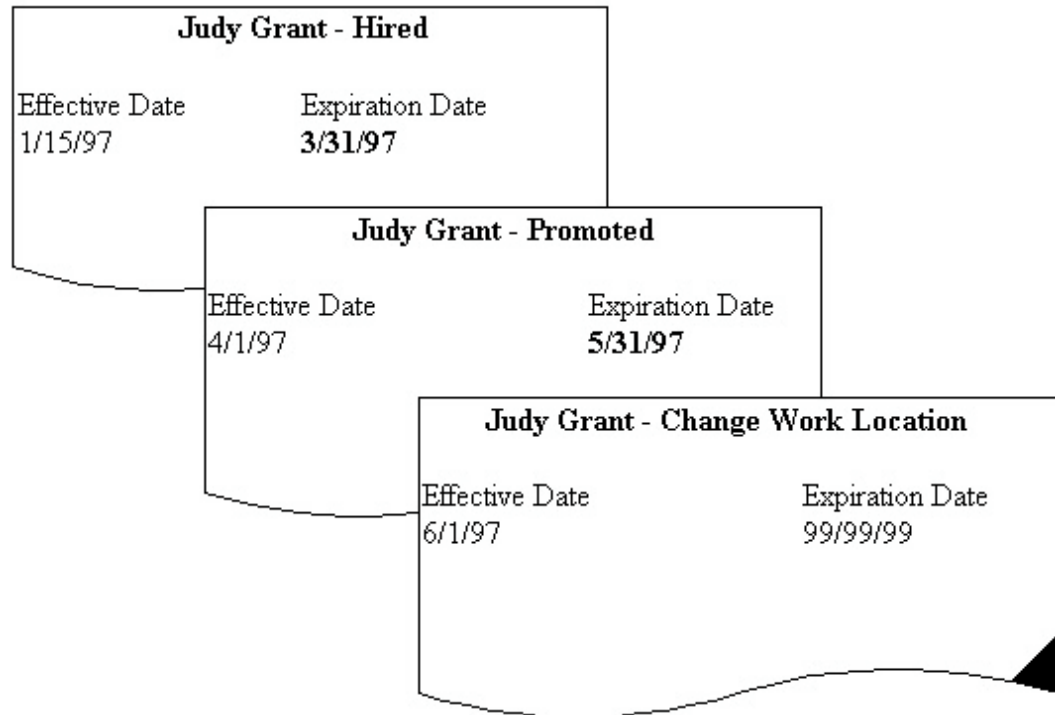
APPOINTMENTS AND ASSIGNMENTS

It is important to know that personnel information is stored in the system at the employee level. The first illustration on the left indicates an example of appointment/assignments of an employee. The appointment is the employee's job - Highway Patrol Officer; the assignments (or activities within the job) include establishing a new employee, changing the work location and receiving a promotion. These represent time-sensitive changes to the employee. The second illustration reflects a second appointment and related assignments for the same employee. As noted in this illustration, HR (or personnel) information does not need to be re-entered since it is separate from Job information.



EFFECTIVE-DATING

Assignments and Effective-Dating





EFFECTIVE-DATING

Effective dating is the beginning of a period of time for which an action is valid. Almost all tables in the SAM II HR/Payroll System are effective-dated. Each effective-dated table entry has two dates associated with it - an effective date and expiration date. These two dates describe a time period during which the data on the table entry is valid. When a particular table entry is no longer valid, it is not deleted from the table. Rather, an expiration date is entered, describing the last date on which the table entry is valid. All history for employees and associated reference tables is maintained in the SAM II HR/Payroll System using effective-dating.

You have just reviewed the completion of effective and expiration date fields on the ESMT. The definition above and the illustration on the left explain how the system stores records, and how each record “lays over” the previous record. Notice the appointment of Judy Grant.

The effective date of hire was 1/15/97; at that time the expiration date automatically generated was 99/99/99.

The effective date of the promotion of Judy Grant was 4/1/97; at the time of this promotion, the system automatically assigned an expiration date of 3/31/97 to the previous record stored on her hire (the appointment record).

Later, the work location change effective on 6/1/97 caused an expiration date of 5/31/97 to be assigned to the previous record (promotion).

Understanding these features of the system will be beneficial as you continue to learn functional and technical processing tasks related to employee maintenance in the SAM II HR/Payroll System.



ACTIVITY

1. Your newly-hired employee is serving a one-year probationary period; however, he is supposed to receive an advancement (within-grade) in six months. What field on which panel of the ESMT will allow you to flag the advancement date?
2. You are hiring a non-table driven employee full-time at a monthly salary of \$3000. Which fields on the Pay Parameters panel of the ESMT must have entries, and what are the entries?



Exercise

Now that you have an understanding of how to enter an employee in the SAM II HR/Payroll System, let's complete an ESMT based on the scenario below. Information such as Employee ID and Position Number will be given to you on your student card.

The Department of Health, Division of Maternal, Child and Family Health, hired Ms. Carla J. Benson to fill a part-time position of Registered Nurse III effective today. Carla agreed to work two days per week, as she already holds a Registered Nurse III position at the Mid-Missouri Mental Health Center for the remaining three days per week. Below you will see information required to complete this exercise.

Employee ID	SEE STUDENT CARD
Appointment ID	1
Effective Date	Today's Date
Original Appointment Date	Today's Date
Personnel Action/Reason	NHIRE/A05
Job Status	P
Employment Status	1
Agency	580
Organization	2400
Position Number	SEE STUDENT CARD
% Full Time	0.4
Table Driven Pay	Use Table
Step	E
Probation Start	Today's Date
Probation End	6 months from Today's Date
Benefits Progression Start	Today's Date
Leave Progression Start	Today's Date
Certificate Number	00700
Certificate Date	02/01/00



NOTES